

April 2, 2014

To All Prospective Offerors:

Enclosed is an Invitation to Tender for **catering services for Independence Day celebration at the official residence of the U.S. Ambassador to Israel**. Enclosed is the scope of work for this event.

Tender Submission and Due Date

All tenders must be submitted in a sealed envelope, marked "Independence Day" to the following address:

**U.S. Embassy
Procurement & Contracting Office
ATTN: Contracting Officer
9 Galgalai Haplada Street
Herzeliya Pituach**

ALL TENDERS MUST BE RECEIVED BY THE CONTRACTING OFFICER NO LATER THAN **May 5, 2014 at 14:00**. TENDERS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED WITHOUT FURTHER CONSIDERATION.

A site visit will be held at the official residence of the U.S. Ambassador to Israel on April 23, 2014 at 11:00 AM. The site visit will be followed by a question-and-answering session to address any questions prospective offerors may have regarding this Invitation to Tender.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual via email: **Myron Hirniak at hirniakm@state.gov**

Thank you for your interest in this action.

Sincerely,

Myron Hirniak
Contracting Officer

American Embassy Tel Aviv is soliciting catering services for its official Independence Day celebration at the official residence of the U.S. Ambassador to Israel.

Date of Function: Thursday, July 3, 2014
Occasion: Official Reception/VIP Dignitaries
Event Time: 18:00 - 22:30
Number of Guests: Maximum of 2000 persons
Venue: 40 Galai Tchlet Street
Herzelia Pituach

Please provide a price quotation for the following:

A. Below is an example of the menu items that are requested to be served. Creativity is encouraged.

Menu items must be prepared and presented in a manner that will withstand the high air temperature and humidity expected on the above-referenced date of function.

MOTIF: NEW YORK STYLE DELICATESSEN
(STATION MUST BE DECORATED AS SUCH)

NEW YORK STYLE, MACHINE CARVED, CORN BEEF, SERVED ON AN
APPROPRIATE BUN

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CONDIMENTS: SESAME SEED AIOLI, YELLOW AND OTHER ASSORTED
MUSTARDS, KETCHUP, SLICED WHITE AND RED ONIONS, ASSORTMENT
OF HOME MADE PICKLED VEGETABLES

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ROASTED VEGETABLE ANTIPASTI, SERVED ON AN APPROPRIATE BUN
(THICK SLICES OF ROASTED AND SEASONED VEGETABLES -- **NO**
MUSHROOMS)

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NEW YORK DELICATESSEN STYLE POTATO SALAD

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CORN SALAD WITH AN ASSORTMENT OF COLORFUL AND COMPLEMENTARY
VEGETABLES

NEW YORK DELICATESSEN STYLE COLE SLAW

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FLAVORFUL AND COLORFUL TUNA SALAD

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PLEASE NOTE: ALL FOOD ITEMS MUST BE PREPARED IN ADVANCE, SERVED IN/ON APPROPRIATE MEDIUMS, AND IN A MANNER THAT MINIMIZES QUEUES.

CATERING STAFF NEEDS TO BE DRESSED TASTEFULLY AND IN A MANNER COMMENSURATE WITH THE OCCASION. NONETHELESS, CATERING STAFF MUST BE DRESSED IN A MANNER THAT ALSO SUPPORTS THE ABOVE-REFERENCED MOTIF.

A MINIMUM OF 10 SERVERS AND TWO MANAGERS ARE REQUIRED. ALL STAFF MUST SPEAK FLUENT HEBREW AND ENGLISH, WHILE AT LEAST ONE MANAGER MUST BE FLUENT IN ARABIC AS WELL. ALL STAFF MUST BE EXPERIENCED IN BANQUET-STYLE EVENTS AND MANAGERS MUST HAVE PREVIOUS, SUCCESSFUL SUPERVISORY EXPERIENCE.

B. The reception shall be a kosher event. The caterer awarded the license to cater the above-referenced occasion must be kosher certified and agree to display clearly and publically a valid kosher certificate. The U.S. Government shall award a license to cater the above-referenced occasion based on what it considers to be most advantageous to support the occasion successfully and the scores derived from the below-referenced Evaluation Criteria.

C. When requested by the U.S. Government, the Offerer must be prepared and agree to arrange for a tasting of the requested menu and associated condiments, as well as display a smaller-scale version of how the offerer intends to comply with the aforementioned motif and uniform requirements. The tasting panel will not exceed eight (8) individuals and will be selected by the U.S. Government. Tasting panel venue will likely be the official residence of the U.S. Ambassador to Israel (see address above). Appropriate advance notice and setup time will be provided.

D. All food items, condiments, and serving mediums that were prepared by the successful caterer for the above-referenced occasion and paid for by the U.S. Government are the property of the U.S. Government. Nothing may be removed or otherwise disposed of without prior approval from the (to be announced) U.S. Government Point-of-Contact (POC).

E. Instructions on Proposal Preparation:

- Caterers submitting proposals shall submit an original and three original copies of their written proposal, prepared in such format and detail as to enable the U.S. Government to make a thorough evaluation thereof and to arrive at a sound determination as to whether or not the Caterer can meet the Government's requirements.
- Each proposal should be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. The first part of the proposal will address general information about the person/firm submitting the proposal, including prior catering experience at a U.S. Government-sponsored function. The second part of the proposal will address the specifics of performance. EACH PROPOSAL MUST BE SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND ADMINISTRATIVELY BIND THE FIRM.

F. To be accepted and eligible for evaluation, proposals must be prepared in accordance with all of the requirements set forth in the other sections of this Invitation to Tender. All proposals will be evaluated using the following Evaluation Criteria:

- a. Prior Quality of Service and Experience. List large catering functions your company has held over the past three years for the same or similar work. Provide customer's name, address, and telephone numbers, dates, number of personnel utilized in providing the services, dollar value and financial arrangements, brief description of the work.
- b. Prior catering experience at a U.S. Government-sponsored function. Provide details of this experience/these experiences.

- c. Presentation at the time of proposal submission any and all licensee, permits, and insurance coverage as required by the State of Israel and appropriate municipalities to serve food at an outdoor event (Rishayon Yatzran Mazon).
- d. Agreement to pay each and every fee, cost, or other charge incident to or resulting from operations under the Agreement.
- e. Agreement to exercise reasonable care in the use of space at the Ambassador's residence and will return the space in as good condition as when received.
- f. Complete and organized proposal to allow the Evaluation Panel to easily determine ability to meet/exceed the requirement. Provide a detailed description as to the number of stations and the type of food you will provide for the occasion. All foods served shall be wholesome and free from spoilage, free from adulteration and misbranding, and safe for human consumption. Uncooked items, such as fresh fruits, shall be clean and free from blemish. All foods shall, when served, be attractive in appearance and correct in temperature and consistency. They shall be crisp, moist, dry, tender, etc., as appropriate in each case. The menu shall not include beverages of any kind, as the U.S. Government shall provide all beverages.
- g. Complete and organized description of all proposed furnishings, utensils, safe food handling, and food preparation equipment and serving mediums you intend to provide to facilitate the requirement.
- h. Complete and organized description of all proposed uniforms, tables, tablecloths, etc. The presentation must emphasize and complement the theme of the occasion (New York Style Delicatessen).
- i. Agreement to accommodate an inspection of the facilities where the caterer intends to prepare food items for this occasion, as well as brief interviews with the caterer's proposed staff (especially managers).

- j. Agreement to participate in several walkthroughs at the official residence of the U.S. Ambassador to Israel once selection of caterer is made to coordinate technical requirements.

G. The U.S. Embassy has a legal requirement to ensure all persons working on or accessing U.S. Embassy facilities do not present or pose a security concern to our personnel and facilities. In furtherance of this requirement, the contractor will be required to provide the Embassy comprehensive information regarding any individual they will employ to directly service or meet the requirements of this contract. This information is required as part of the contract to facilitate the Embassy's efforts to conduct personnel security and suitability checks on contractor personnel. All personnel directly servicing this contract or requiring access to Embassy facilities will be subject to comprehensive personnel security and suitability investigation, including completion of comprehensive security forms, interview, employment, education and residence reference checks and criminal record checks. Successful completion of this process is required for all personnel the contractor will employ to directly service this contractor. The contractor will be responsible for ensuring and undertaking the following measures:

- a. The contractor must undertake individual efforts and measures to ensure personnel deployed for this contract are not involved in criminal or terrorist records, and do not have records indicating past activities or involvement.
- b. Personnel security and suitability forms provided by the Embassy must be completed by the contractor in English for any/all individuals who will be working on or accessing any Embassy facility as part of this contract.
- c. The contractor must ensure all fields and requested information in these personnel security and suitability forms are filled out accurately and completely, providing all requested information. This information must be provided in English and be legible.

- d. Listed references provided on these forms must be persons who know the applicant and are qualified to attest to their good standing.
 - e. All personnel deployed for this contract must be able to speak and read either English or Hebrew, as this is the language security interviews will be conducted in.
 - f. The contractor will be required for coordinating and making any/all applicants available for interview and processing at the scheduled time.
 - g. Failure on behalf of the contractor to comply with the above requirements may result in individuals selected to service the contract not being approved for access to Embassy facilities, and ultimately the contractor may be removed from servicing the contract.
 - h. The U.S. Government will not be responsible in any way for damage or loss occasioned by fire, theft, accident, or otherwise to the Licensee's supplies, materials or equipment, or the employees' personal belongings.
- H. The U.S. Government will make all efforts to provide sufficient space at the residence grounds for all of the licensee's stations and equipment. The reserved space will be subject to its availability, and will be addressed during the site survey.
- I. The U.S. Government will provide all beverages needed for the event (alcoholic and non-alcoholic).
- J. The U.S. Government will provide high quality paper flatware to be used for serving food to the guests at the event.
- K. The U.S. Government will hold a site visit at the official residence of the U.S. Ambassador to Israel on April 23, 2014 at 11:00 AM. The site visit will be followed by a question-and-answering session to address any questions prospective offerors may have regarding this Invitation to Tender.